



Planning Department

**TOWN OF ACTON**  
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**MEMORANDUM**

**To:** Community Preservation Committee

**Date:** January 9, 2014

**From:** Kristen Guichard, Assistant Town Planner

**Subject:** **2014 - 2nd Recapture of Unspent Previous Years' Project Appropriations**

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To formalize the recapture of prior year project funds (as done recently in "Recapture Memo 1" and in previous years), I recommend that the Community Preservation Committee vote to direct the Town Finance Department to move the remaining account balances from the following prior year projects to the general Community Preservation Fund or a specific Set Aside Fund balance, as outlined below. See also attached back-up sheets.

Account	Project	Year	Category	Remaining Balance	Notes
0164 #27H-4/09	Sachem Way Predevelopment	2009	CH	\$184.85	This project is completed. As of 01/08/14 there has been no response which indicates they are no longer in need of the remaining funds (see correspondence below).
165 #27I-4/09	Acton Housing Authority	2009	CH	\$2,750.23	As of 01/08/14 there has been no response which indicates they are no longer in need of the remaining funds (see correspondence below).
0088 #18H-4/04	Morrison Farm Master Plan	2004	R	\$7,015.23	As of 01/08/14 there has been no response which indicates they are no longer in need of the remaining funds (see correspondence below).
0186 #18H 4/11	Theater III	2011	HP	\$515.90	This project is completed.
<b>Total Recapture Amount</b>				<b>\$10,466.21</b>	

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CH – Community Housing

HP – Historic Preservation

OS – Open Space

R - Recreation

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Checking for statutory minimum spending requirement:

**2009 – Community Housing:**

Original appropriations for CH		\$352,000.00
Min. 10% HP appropriation requirement	-	<u>\$118,161.20</u>
Original HP appropriation above 10% min.		\$233,838.80
2014 Recapture amounts (Sachem Way Predevelopment funds)	-	<u>\$184.85</u>
		\$233,653.95
(Acton Housing Authority Capital Fund)	-	<u>\$2,935.08</u>
Resulting CH appropriation above 10% min.		\$230,903.72

- The 2009 CH appropriation remains above 10% after recapture. There is no need to create a set-aside fund.

**2011 – Historic Preservation:**

Original appropriations for HP		\$564,209.00
Min. 10% HP appropriation requirement	-	<u>\$94,975.21</u>
Original HP appropriation above 10% min.		\$469,233.79
2014 Recaptured amount 12/12/13 (Asa Parlin)	-	<u>\$79,963.58</u>
		\$389,270.21
2014 Recapture amount (Theater III)	-	<u>\$515.10</u>
Resulting HP appropriation above 10% min.		\$388,755.11

- The 2011 HP appropriation remains above 10% after recapture. There is no need to create a set-aside fund.

Attachments

Correspondences regarding remaining fund balances:

**A. Items recommended for recapture.**

**Account:** 0164 #27H-4/09    **Project:** Sachem Way Predevelopment    **Recapture amount:** \$184.85

**Update:** *We have had no response in regard to the Sachem Way Predevelopment project. The remaining balance has not changed in the past two years and the Sachem Way construction has been completed; therefore we recommend the funds be recaptured.*

***Email Correspondence:***

**From:** [Kristen Domurad-Guichard](#)

**To:** [Kelley Cronin](#)

**Cc:** [Roland Bartl](#)

**Subject:** FW: CPA Project - Pre-development funds for Sachem Way

**Date:** Monday, December 30, 2013 12:51:00 PM

**Attachments:** [RE CPA Project - Pre-development funds for Sachem Way.msg](#)

Hi Kelley,

Please let us know if the remaining balance of \$184.85 can now be returned to assist with other community preservation projects. If we do not hear back from you by January 7th we will assume the funds are no longer needed and will recommend they be recaptured.

Thank you,

Kristen

[Kristen Domurad-Guichard](#)

Assistant Town Planner

Town of Acton

472 Main Street

Acton, MA 01720

P: 978-929-6631

**From:** [Kristen Domurad-Guichard](#)

**Sent:** Wednesday, November 20, 2013 9:43 AM

**To:** [Kelley Cronin](#)

**Cc:** Community Preservation Committee; [Roland Bartl](#)

**Subject:** CPA Project - Pre-development funds for Sachem Way

Dear Kelley:

In 2009 Town Meeting appropriated \$152,000 of CPA funding for:

"H. Pre-development Funds for the Acton Housing Authority. The Acton Housing Authority proposes to construct new buildings for affordable rental housing for families below 80% of the area's median income at the Housing Authority property on Sachem Way. This \$152,000 recommended appropriation is designated for a project on this site and will fund necessary pre-development planning and design work, including a feasibility study, architectural services, engineering, surveying, environmental study and designs, and legal and financial consulting services. The Executive Director of the Housing Authority estimates its in-kind contributions at \$20,000 for project coordination and oversight. In response to concerns raised at the 2008 Annual Town Meeting, the Housing Authority invited all surrounding neighbors to two outreach meetings regarding this proposed project on May 7, 2008 and September 23, 2008, and held a site walk on February 28, 2009. Recognizing that their questions and concerns could not be addressed with complete certainty until the pre-development study is completed, the Housing Authority has an open invitation to the neighbors throughout the design committee process once Community Preservation funds have been secured to begin the design phase."

As of today the account shows a remaining balance of \$184.85, showing no change from last year. This suggests that the project may be completed. Your response to our inquiry from last year is attached.

Please advise me by December 20, 2013 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects. If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

**Account:** 165 #271-4/09    **Project:** Acton Housing Authority Fund    **Recapture amount:** \$2,750.23

**Update:** We have had no response in regard to the Acton Housing Authority Fund. The remaining balance has not changed in the past two years; therefore we recommend the funds be recaptured.

**Email Correspondence:**

**From:** Kristen Domurad-Guichard

**To:** Kelley Cronin

**Cc:** Roland Bartl

**Subject:** FW: CPA Project - Acton Housing Authority Capital Fund 2009

**Date:** Monday, December 30, 2013 12:54:00 PM

Hi Kelley,

Please let us know if the remaining balance of \$2,750.23 can now be returned to assist with other community preservation projects. If we do not hear back from you by January 7th we will assume the funds are no longer needed and will recommend they be recaptured.

Thank you,

Kristen

Kristen Domurad-Guichard

Assistant Town Planner

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**From:** Kristen Domurad-Guichard

**Sent:** Wednesday, November 20, 2013 10:10 AM

**To:** Kelley Cronin

**Cc:** Community Preservation Committee; Roland Bartl

**Subject:** CPA Project - Acton Housing Authority Capital Fund 2009

Hi Kelley,

In 2009 Town Meeting appropriated \$150,000 of CPA funding:

**Acton Housing Authority Capital Fund**

“To assist with the preservation, support and rehabilitation of Acton’s affordable rental housing stock. These funds will be used for capital improvement projects at property owned by the Acton Housing Authority (AHA). The AHA would use the CPC resources to replace roofs, decks and siding at State Aided Housing facilities. The AHA would also use the funds for other emergency capital needs that may occur over the two year period, for example, failed mechanical equipment like boilers and furnaces.”

As of today the account shows a remaining balance of \$2,750.23. There has been no change to this account over the past year. This suggests that the project may be completed.

Please advise me by December 20, 2013 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects.

If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you,

Kristen

Kristen Domurad-Guichard

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**Account:** 0088 #18H-4/04    **Project:** Morrison Farm Master Plan    **Recapture amount:** \$7,015.23

**Update:** *We have had no response in regard to the Morrison Farm Master Plan project. The Morrison Farm Master Plan project account balance has been unchanged for several years; therefore we recommend the funds be recaptured.*

**Email Correspondence:**

**From:** Kristen Domurad-Guichard

**To:** Tom Tidman; Catherine Fochtman

**Cc:** Roland Bartl

**Subject:** FW: CPA Project - Morrison Farm Master Plan

**Date:** Monday, December 30, 2013 12:56:00 PM

**Attachments:** CPA Project - Morrison Farm Master Plan.msg

Hi Tom and Cathy,

Just sending a friendly reminder, please let us know if the remaining balance of \$7,015.23 can now be returned to assist with other community preservation projects. If we do not hear back from you by January 7th we will assume the funds are no longer needed and will recommend they be recaptured.

Thank you,

Kristen

Kristen Domurad-Guichard

Assistant Town Planner

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**From:** Kristen Domurad-Guichard

**Sent:** Wednesday, November 20, 2013 9:09 AM

**To:** Tom Tidman; Catherine Fochtman

**Cc:** Recreation Commission; Community Preservation Committee; Roland Bartl

**Subject:** CPA Project - Morrison Farm Master Plan

Dear Tom and Cathy:

In 2004 Town Meeting appropriated \$59,800 of CPA funding for:

**"Morrison Farm Master Plan"**

In 1997 the Town purchased the Morrison Farm at 116 Concord Road as general municipal land with the vision that it would provide much needed recreation field space while preserving a substantial tract of open space and retaining the rural character of the farm. The 32-acre property is shown on the 2003 Town Atlas on plate F-4 as parcel 34. It has a house and barn near Concord Road, open fields alongside Ice House Pond, and woods in the rear. The requested appropriation will fund a master plan for the Morrison Farm and the land and resources surrounding it, such as the nearby East Acton Village, the proposed East Acton Village Green, the proposed Bruce Freeman Rail Trail, Ice House Pond, and Neshoba Brook. A master plan is necessary to fully understand the land's potential within its geographic and community context. The planning process is envisioned as a collaboration of interested citizens developing in open meetings a vision for the land. A professional land development consultant would assist in this effort." As of today the account shows a remaining balance of \$7,015.23. This account balance has been unchanged for several years. Please advise me by December 20, 2013 if the project is completed, in which case the remaining balance will be returned to the general CPA fund to support new projects. The Planning Director, Roland Bartl will be recommending to the Community Preservation Committee that remaining balances of unused funds which have been untouched for several years be recaptured and refunded to the Community Preservation general fund. Your reply from last year to the same inquiry is attached. If the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

**Account:** 0186 #18H 4/11    **Project:** Theater III    **Recapture amount:** \$515.90

**Update:** This project has been completed. We recommend the remaining funds for Theater III be recaptured.

**Email Correspondence:**

From: Jamie Watt [jd wattjr@gmail.com]

To: Kristen Domurad-Guichard

Cc: Pam Furnace At Home; Roland Bartl

Subject: Re: FW: CPA Project - Theater III Building Preservation and Restoration

Yes, our project is complete and the \$515.90 can be recaptured for other needs.

Thanks very much for your support.

Happy New Year,

Jamie

On Mon, Dec 30, 2013 at 1:04 PM, Kristen Domurad-Guichard <[kguichard@acton-ma.gov](mailto:kguichard@acton-ma.gov)> wrote:

Hi Jamie,

My first attempt of coping you the email delivery had failed.

Please see email below.

Thank you,

Kristen

**From:** Kristen Domurad-Guichard

**Sent:** Monday, December 30, 2013 1:02 PM

**To:** 'Furnace'

**Cc:** 'Jamie Watt '; Roland Bartl

**Subject:** FW: CPA Project - Theater III Building Preservation and Restoration

Hi Pamela,

Please let us know if the remaining balance of \$515.90 can now be returned to assist with other community preservation projects. If we do not hear back from you by January 7<sup>th</sup> we will assume the funds are no longer needed and will recommend they be recaptured.

Thank you,

Kristen

Kristen Domurad-Guichard

Assistant Town Planner

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**From:** Kristen Domurad-Guichard

**Sent:** Wednesday, November 20, 2013 10:26 AM

**To:** 'Furnace'

**Cc:** Community Preservation Committee; Roland Bartl

**Subject:** CPA Project - Theater III Building Preservation and Restoration

Dear Pamela,

In 2011 Town Meeting appropriated \$229,500 of CPA funding for:

**CPA Project Funding – Theater III Building Preservation and Restoration**

“Based on recommendations of a historic preservation survey conducted by Gorman, Richardson, Lewis Architect in 2012, this project presents Phase I of restoration of this historic building. The primary need is immediate restoration and rehabilitation of the exterior envelope of the building. This work will include

- Repair of rotting wood on the exterior due to water and insect damage,
- Removal of 6 non- historic windows,
- Restoration of the exterior façade,
- Replacement of existing steel doors with historically accurate wooden doors,
- Pointing and sealing of foundation to prevent further water and animal intrusion,
- Repair of the steeple including replacement of flashing and roofing,
- Restoration of decorative wood trim as needed,
- Removal of the non-functional chimney and restoration of façade, roof and flashing at that location,
- Reinforcement of roof trusses to prevent further bowing of exterior walls, and
- Painting of exterior walls

The result of this work will be to create a weather-tight faced which will endure and which can be maintained in the future at a significantly lower cost. Future phases of the building restoration are dependent upon a structurally sound and weather tight building.”

As of today the account shows a remaining balance of \$515.90. This suggests that the project may be completed.

Please confirm to me by December 20, 2013 that the project is completed, and that the remaining balance can be returned to the general CPA fund to support new projects.

If for any reason the project is not completed, and you wish to maintain the account, please provide for the Community Preservation Committee's consideration a brief summary on the status of the project documenting why the account should remain open, including the recent progress made and the anticipated completion date.

Thank you,  
Kristen

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